

**CITY OF FLORENCE, KENTUCKY**  
**Police Officer**  
**Informational Packet**  
**(859-647-5420)**  
**www.florence-ky.gov**

**I. REQUIREMENTS AND QUALIFICATIONS**

**RESIDENCY**

Candidate must be a resident of Kentucky at time of appointment and maintain Kentucky residency for length of employment.

**CITIZENSHIP**

Candidate must be a citizen of the United States.

**EDUCATION**

Must possess a minimum of an associate degree from an accredited college/university or equivalent (62 semester hours or 93 quarter credit hours) or have at least two (2) years previous certified civilian law enforcement experience.

**AGE**

Minimum of 21 years

**DEPARTMENT ORGANIZATIONAL STRUCTURE (listed by title and rank)**

|                                |              |
|--------------------------------|--------------|
| Chief of Police                | - Colonel    |
| Division Commander             | - Captain    |
| Shift Commander                | - Lieutenant |
| Shift or Unit Supervisor       | - Sergeant   |
| Asst. Shift or Unit Supervisor | - Corporal   |
| Police Officer                 |              |

**GENERAL STATEMENT OF DUTIES**

Police Officers are responsible for the protection of life and property, the prevention of crimes and the preservation of peace and order within an assigned beat (geographical area). They must patrol their beat while enforcing laws, ordinances and regulations; arresting violators; investigating accidents and complaints; securing evidence and performing any other duties as required.

**EXAMPLES OF WORK PERFORMED** (illustration only) The position may not include all of the duties listed, nor do the listed examples include all of the tasks which may be performed:

Enforce laws and ordinances; issue citations.  
Make preliminary investigations.  
Serve warrants and make forcible arrests.  
Testify in court.  
Keep records and make reports.

Create favorable public image of Police Department through courteous treatment, neat appearance, etc.  
Attend meetings; give talks and demonstrations.  
Refer persons to proper agencies.  
Interview and reassure witnesses, victims and relatives of victims of crimes or accidents.  
Control traffic and spectators at the scene of an emergency or crime; maintain order at large gatherings.  
Respond to and investigate vehicular accidents.  
Assist in rescue operations and in rendering medical assistance at scene of vehicular accidents and other emergencies.  
Carry a medical stretcher.  
Investigate public complaints.  
Maintain vehicle and other assigned equipment.  
Inspect buildings and commercial establishments to keep secure.  
Perform vehicle and/or foot patrol  
Verbally calm or physically subdue unruly suspects.  
May be required to use deadly force in certain serious situations as authorized by Kentucky Revised Statutes and departmental policies and procedures.

**EXAMPLES OF MINIMUM REQUIRED KNOWLEDGE, ABILITIES AND PERSONAL CHARACTERISTICS.** (Illustration only) A position within this classification may not include all of the knowledge, abilities and skills listed nor do the listed examples include all of the knowledge, abilities and skills which must be possessed. To qualify as a Police Officer-Entry Level, an applicant/candidate must:

Have adequate verbal communication skills, reading comprehension, decision-making skills, general problem solving skills, writing skills, and time management skills.  
Have the skills and abilities to evaluate potentially volatile situations and to deal effectively with people.  
Follow orders and directives.  
Be in good physical condition and successfully complete a physical ability assessment.  
Have the ability and willingness to learn Police procedures and principles.  
Due to the sensitive and stressful nature of this position, be free from alcohol and drug dependency and possess emotional stability.  
Be free from felony and domestic violence related convictions.  
Have a valid Kentucky Motor Vehicle operator's license.  
Be willing to work irregular hours.  
(Supervisory experience is not required).

To become fully qualified as a Police Officer, the Candidate must have successfully completed Department's one-year probationary period and training in:

Department of Criminal Justice Basic Training Course.  
Federal, State and local laws and ordinances.  
Florence Police Department and City of Florence Ordinances, Rules, Regulations, Orders Policies and Procedures.  
Geographic areas of the City.  
Interrogation and interviewing techniques.  
First aid and CPR techniques and procedures.

## **II. APPLICATION PROCESS**

### **APPLICATION**

The Department uses this Information Packet with an application form which is available at, and must be returned by mail or in person to, the City of Florence Police Department, Florence Government Center located at 8100 Ewing Blvd., Florence, Ky. 41042. Business hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. The telephone number for the Administrative Offices to the Police Department is 859-647-5420. .

### **WRITTEN EXAM**

All candidates who successfully pass the physical ability test will be invited to the written assessment that includes math, reading comprehension, grammar and report writing. Applicants must present a valid motor vehicle operators license to be admitted into the examination room. No one will be admitted once the process has begun and no make up examination will be given. Candidates will be selected from the highest scoring applicants and will be asked to continue in additional sections of the hiring process.

### **PHYSICAL ABILITY AND FITNESS ASSESSMENT**

APPLICANT MUST PROVIDE THE **DOCJT T-1A** MEDICAL RELEASE FROM HIS/HER PERSONAL PHYSICIAN STATING APPLICANT IS PHYSICALLY ABLE TO PARTICIPATE IN THE PHYSICAL AGILITY TEST.

The physical ability examination utilized for selecting and hiring police recruits for the City of Florence, Kentucky will mirror the testing administered by the Department of Criminal Justice Training. The physical fitness standards that the Florence Police Department will use will be the basic training “exit level” standards. The procedure and order of testing will be the same as those listed in the “Kentucky Law Enforcement Physical Training Standards” handbook, dated October 2009.

- 1. Test:** One Repetition Maximum Bench Press                      **Passing Standard:** 73% of body wgt.
  - Body position: eyes in front of the bar, feet flat on the floor, both hands clasp the bar with a full thumb wrap.
  - A 3 inch high sponge is secured to the bar and must make contact with the chest when the weight is lowered.
  - Hips and back must remain in contact with the bench during the entire lift.
  - Feet must remain flat on the floor during the entire lift.
  - An administrator positioned on either side of the bar will assist to un-rack and re-rack the bar during all lifts.
  - One warm up lift is required prior to attempting a lift for points. The weight of this warm up lift must be lower than the weight required to obtain a 9 point value.
  - Lower the bar until contact is made with the 3-inch sponge.
  - From the down position the bar is raised toward the ceiling, until a full, yet soft extension of the elbows is obtained.
  - The test is over when there have been two failed lifts or the 11 point threshold is met.
  
- 2. Test:** One Minute Sit-up    **Passing Standard:** 18 sit-ups
  - 1 minute time limit.

- Feet flat on the floor, no wider than hips width apart and secure by an administrator.
- Knees are bent at 90 degrees or tighter (buttocks closer to the feet).
- Hands are overlapped and placed behind the head. Fingers may NOT be interlocked.
- Start in the down position.
- Elbows must cross the vertical plane of the kneecaps to complete the up position.
- Shoulder blades must contact the floor to complete the down position.
- Resting in the down position is not allowed and will result in immediate failure.
- Resting within the 1 minute time limit is allowed in the up position only.
- Sit-ups are performed until the 11 point threshold is met or until the 1 minute time limit is reached.

**3. Test: 300 Meter Run**

**Passing Standard: 65 seconds**

- Line up at start line.
- Run 300 meters (984 feet) on the administrator's command to begin.
- Entire body must cross the finish line.
- Running outside the designated lanes/boundaries or shortening the curves will result in an automatic failure on the test event.

**4. Test: Maximum Pushup**

**Passing Standard: 25 Pushups**

- 2 minute time limit.
- Shirts and other loose clothing are tucked in.
- Start in the up position.
- Hands placed approximately beneath the shoulders. In the down position the thumbs should be within the radius of the shoulder joint.
- Body position should form a straight line through the head, shoulders, hips and feet and should remain as such throughout the entire motion.
- Feet together or no wider than hips width apart. The outside of the feet may not exceed the width of the hips.
- A 3 inch high sponge is placed and secured on the ground by an administrator at chest level.
- Body is lowered until the chest contacts the sponge. Contact must be felt and heard (crinkling of the cellophane) by the administrator.
- The lower part of the body (knees, hips, etc) may not make contact with the floor at any time.
- Body is raised until a full, but soft extension of the elbows is reached. Locking out of the elbows is not advised.
- Resting is allowed in the up position only. During rest, a pike position is allowed but hands and feet must remain in contact with the floor at all times.
- Push ups are performed until the 11 point threshold is met or until the 2 minute time limit is reached.
- 

**5. Test: 1.5 Mile Run**

**Passing Standard: 16:15**

- Line up at start line.
- On the administrator's command to begin, a 1.5 mile (9820 feet) distance is covered. Walking, jogging, running or any combination thereof may be used through the duration of the test so long as the appropriate distance is covered.
- Entire body must cross the finish line.
- Running outside the designated lanes/boundaries or shortening the curves will result in an automatic failure on the test event.

## **APPLICANT INTERVIEW PROCESS**

The selected applicants will be requested to appear for an oral interview, whereupon questions based on job-related criteria adopted by the City of Florence Police Department will be asked regarding the applicant's suitability to become a Police Officer within the Department. **APPLICANTS ARE REQUIRED TO SUBMIT PRIOR TO INTERVIEW THEIR CERTIFIED COLLEGE/UNIVERSITY TRANSCRIPTS, COMPLETED PERSONAL HISTORY QUESTIONNAIRE AND A CERTIFIED COPY OF YOUR BIRTH CERTIFICATE.** From the interview process, individuals will be selected to participate in additional portions of the hiring process. Applicants not selected to continue will be so notified by the Police Department

## **BACKGROUND INVESTIGATION AND POLYGRAPH EVALUATION**

Selected candidates will be scheduled for a comprehensive Background Investigation including, but not limited to, a Polygraph Evaluation, criminal history, employment records, credit history and other background information. Investigations shall be conducted by investigators in accordance with the standard set forth herein.

Candidates will be evaluated based on the information gathered from the Background Investigation including the polygraph, etc. This information will be held in accordance with KRS 15.400 (3). This information will be used exclusively to aid in the selection of Police Officer (Entry Level).

## **PSYCHOLOGICAL ASSESSMENT**

The purpose of a psychological assessment is to determine whether the candidate has the personality characteristics necessary to become a Florence Police Officer.

## **MEDICAL ASSESSMENT**

This comprehensive medical assessment will be performed by a licensed physician and will require, but not be limited to:

- Blood pressure that does not exceed 140/90
- Normal color vision
- Minimal far point vision of 20/200, corrected to 20/40 (both eyes)
- Normal range hearing
- Back strength assessment

## **DISQUALIFYING CRITERIA**

**Felonies** - All persons who have been convicted of a felony or a plea of nolo contendere will be disqualified.

**Misdemeanors** – All persons who have been convicted in a court of competent jurisdiction, within five years of the date of application, on two or more occasions of a misdemeanor may be disqualified.

**Drugs (excluding marijuana)** - All persons who have been convicted in a court of competent jurisdiction of possession and/or sale of narcotics, dangerous drugs or hallucinogens, or any other controlled substance which the Florence Police Department determines to relate to a job performance or an attempt, conspiracy or solicitation to commit such a criminal act, will be disqualified. Any usage of a prohibited substance or abuse of a controlled substance during the processing period may result in disqualification.

**Marijuana** - All persons who have been convicted in a court of competent jurisdiction for sale of marijuana, or an attempt, conspiracy or solicitation to commit such a criminal act, will be disqualified. All persons who have been convicted in a court of competent jurisdiction for possession of marijuana may be disqualified.

Sex Offenses and Bodily Harm - All persons who have been convicted in a court of competent jurisdiction of a sex offense as defined in Chapter 510 of the Kentucky Revised Statutes (KRS), or an offense causing or threatening bodily harm as defined in Chapter 508 of the KRS, or similar state or federal statute, or an attempt, conspiracy or solicitation to commit such criminal acts may be disqualified.

Guns, Concealed Weapons and Dangerous Ordinance - Any persons who have been convicted in any federal, state or local court of violating any gun control ordinance, carrying any concealed weapon, or possession of any dangerous ordinance may be disqualified. Any attempt to violate any law, statute, or regulation related to the above may result in disqualification.

Automobile - All persons who have been convicted on two or more occasions, in the last three years in any court of competent jurisdiction of (1) driving while under the influence, (2) leaving the scene of an accident, (3) reckless driving, (4) revocation or suspension of driving privileges, or (5) are currently under revocation or suspension shall be disqualified. Any person with six or more points on their current driving record may be disqualified. No person shall be eligible for appointment without a valid driver's license and must obtain a Kentucky drivers license within one (1) year of appointment.

Domestic Violence - All persons who have been convicted of any domestic violence offense will be disqualified.

Military Service - Any person receiving a dishonorable discharge, bad conduct discharge or general discharge other than honorable conditions will be disqualified.

### **DISQUALIFYING EMPLOYMENT AND RELATED CONDUCT**

All persons who within five years of the date of application have been discharged from previous employment for insubordination on the job; inexcusable absenteeism or tardiness; untruthfulness; or theft of cash, goods or services from a place of employment or serious misconduct may be disqualified.

### **MICSELLANEOUS DISQUALIFYING CONDUCT**

All persons who have failed to obey or honor any judgments entered by a court of record, including but not limited to alimony or support payments, or have failed to pay any fine imposed by a court of record may be disqualified if such conduct bears directly on the ability to perform the job. All persons who have made any intentional false alarm to any police or fire agency may be disqualified. Any person who is currently a member of any organization which advocates crime, the illegal denial of civil rights, or the violent overthrow of the United States government will be disqualified. All persons who admit to a pattern of alcohol/drug abuse and/or illegal gambling and have not successfully completed an accredited rehabilitation program 12 months or more prior to a current application will be disqualified. All persons who have made false statements regarding any material matter during the selection process or have omitted any requested material information on the questionnaire or who have cheated during any portion of the selection process will be disqualified. Any person who has paid or accepted a bribe or favor to cover or hide any criminal offense, or acted in any manner to prevent discovery and/or apprehension of any suspected criminal activity by any duly constituted law enforcement agency, or was involved in any plan or attempt to accomplish any of the above will be disqualified. All persons admitting to having committed any of the offenses listed above may be disqualified, as though they had been convicted.

## **III. SELECTION OF POLICE OFFICER (Entry Level)**

Following successful completion of the background investigation assessment process, the Chief of Police will recommend those Police Candidates who should become Police Officers (Entry Level) to the

City Coordinator for appointment by the Mayor. The Police Department will then notify all the Police Candidates of their results by mail.

Police Officers (Entry Level) shall successfully complete their basic training assignment at the Kentucky Department of Criminal Justice (including training in the proficient use of firearms). After completion of the aforementioned basic training, they will then be placed in an on-job training program with a Field Training Officer. Upon successful completion of the Department's Field Training Program, the candidate will continue their probationary period until recommended to and approved by the City Coordinator. The probationary period is a minimum of one year from the date of discharge from the academy.

#### **IV. REAPPLICATION**

Applicants, candidates or trainees who are not selected because of a fault that has been or can be corrected may re-apply, after the fault has been corrected.

#### **V. POLICE OFFICER INCENTIVE PROGRAM**

The Kentucky Law Enforcement Foundation Program Fund (KLEFPF) pays an annual incentive to Police Officers who graduate from the Department of Criminal Justice Basic Training. Officers are also required to attend and successfully complete 40 hours of approved in-service training each year to maintain the incentive. The department also requires additional training in firearms and various other areas to maintain operational proficiency.

#### **VI. CITY OF FLORENCE IS AN EQUAL OPPORTUNITY EMPLOYER**